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Command Policy

**USAFE LOGISTICS STANDARDIZATION
EVALUATION TEAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policy guidance in AFD 90-2, *The Inspection System*, and AFI 21-101, *Aerospace Equipment Maintenance Management*. It provides guidance regarding Logistics Standardization and Evaluation Team inspections. This publication applies to United States Air Forces in Europe (USAFE) active duty units. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at:

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1. Purpose. The Logistics Standardization Evaluation Team (LSET) evaluates wings in establishing and maintaining standardized maintenance and logistics practices and verifies unit processes are consistent with Air Force and major command (MAJCOM) guidance. LSET will utilize Air Force technical orders, Air Force and MAJCOM guidance and local policies as source guidance for the evaluation. Evaluations will not be limited to Functional Inspection Guides (FIG), but this is a good place to start preparing for the evaluation. The FIGs are posted on the Inspector General (HQ USAFE/IG) web page:

<https://wwwmil.usafe.af.mil/direct/ig/index.html>.

1.1. **Scope.** The LSET will evaluate the unit's maintenance organization, portions of the Logistics Readiness Squadron (LRS) and Contracting Squadron or Office.

1.2. **Objectives.** The LSET will ensure standardized compliance, identify best practices, and validate deficiencies throughout the unit's maintenance and logistics organizations. The LSET will also help identify issues beyond the unit's control and take them back for Higher Headquarters (HHQ) resolution.

2. Evaluation Scheduling and Timeline:

2.1. Evaluation Scheduling. Aircraft Maintenance Division (HQ USAFE/A4M) has overall responsibility for coordinating with units and scheduling evaluations. HQ USAFE/A4M will work closely with units to schedule evaluation dates and de-conflict with the MAJCOM gatekeeper (HQ USAFE/IG) and Air Expeditionary Force taskings. Following publication of the evaluation schedule, any unit-requested deviation must be approved by the HQ USAFE/A4M. Evaluations will take place on a 20-month cycle. If a unit is scheduled for a Unit Compliance Inspection (UCI) then they will not be scheduled for an LSET during that cycle. Unit leadership may request out-of-cycle evaluations and every effort will be made to support the request. However, approved out-of-cycle evaluations will be funded by the requesting organization. HQ USAFE/A4M will coordinate with host base leadership to evaluate USAFE tenant units stationed on other MAJCOM bases.

2.1.1. Units may request specific task evaluations/areas be performed. Submit requests prior to LSET team arrival to ensure special evaluations can be scheduled. Requests for special evaluations after team arrival will be considered on a case-by-case basis.

2.2. Evaluation Timeline. For each evaluation, a HQ USAFE/A4M point of contact will be assigned to coordinate with the unit for support requirements. No later than 30 days prior to a visit, a pre-visit message will be sent to the unit stating specific LSET requirements. Evaluations will generally run Monday through Friday. The first day will include an in-brief for unit commander(s) and senior leadership to outline the LSET process and methodology. The organization being inspected may also present a mission brief (not to exceed 30 minutes); but no squadron level in-briefs will be given to the team. The day prior to the out-brief will be dedicated to follow-up evaluations and preparing the report. The Team Chief will out-brief the unit commander(s) and senior leadership before departure. This out-brief is not intended to be a mass briefing. The Numbered Air Force Commander will be invited to the out-brief as applicable. The Team Chief will out-brief the Directorate of Logistics (HQ USAFE/A4) at the earliest available time. The final report will be posted on the HQ USAFE/A4M web page at: <https://wwwmil.usafe.af.mil/direct/a4/a4m/a4mm/a4mm.htm>.

2.3. Command Functional Managers. Prior to each inspection, command functional managers will provide guidance to LSET members outlining sources, procedures and interest items for inspection of their respective work centers. In turn, LSET members will debrief functional managers on inspection findings.

3. Evaluation Methodology:

3.1. Maintenance Standardization and Evaluation Program (MSEP). MSEP evaluations will be conducted and rated according to AFI 21-101, IC-1, Chapter 10.

3.1.1. Maintenance inspections will involve Evaluator Proficiency Evaluations (EPE), Personal Evaluations (PE), Quality Verification Inspections (QVI) and Special Inspections (SI) to assess unit compliance. Unsatisfactory Condition Reports (UCR), Tech Data Violations (TDV), and Detected Safety Violations (DSV) will also be documented during the course of the inspection.

3.1.1.1. Evaluations will be base lined against the unit's MSEP to determine pass/fail ratings. LSET inspectors may observe all or part of a task and may select specific tasks and/or technicians to be evaluated. Depending on scheduled weekly activities, evaluators may request certain tasks be performed provided the tasks do not compromise aircraft or equipment serviceability.

3.1.1.2. All functional areas are subject to inspection. Specific evaluations will be selected at random; however, units should expect approximately 10 percent of their personnel will be evaluated. This percentage will vary based on unit size, composition and other factors.

3.1.2. MSEP evaluators will also conduct process and management inspections using FIGs. FIG evaluations will not be included in the graded portion of the report; however, major findings identified will be answered by the unit.

3.1.2.1. FIG assessments will cover three fundamental maintenance areas: maintenance management, tools and equipment, and qualification and training. Specific checklists for Plans, Scheduling and Documentation, Aircraft Maintenance Training, Quality Assurance, Safety and Foreign Object Damage Prevention will be utilized. This is not an all inclusive list; the Team Chief may expand its inspection coverage as appropriate.

3.2. **Munitions.** Team will evaluate munitions accountability, serviceability, safety, security, storage, policies and procedures. Time will be spent in each work section evaluating munitions programs. Site access will be required to all US owned munitions.

3.2.1. Stockpile review. Evaluators reviewing the Materiel and Production functions will perform a stockpile review normally on the first day of evaluation. This review may include up to 100 percent of storage locations within the Munitions Storage Area (MSA). Findings will be documented under the compliance portion of the report.

3.2.2. Sample Inventory. Evaluator reviewing Accountability function will randomly choose 15-20 stock numbers to review during the first day of the LSET. This list will be presented to the munitions flight chief on the first day of evaluation. The inventory will start on the first day of evaluation. This will count as a task evaluation. Any additional findings outside the scope of the inventory process (as defined in the unit Operating Instruction (OI)), will be documented under the compliance portion of the report. **NOTE:** For offsite locations (Spain, etc.), a complete review of assets will be conducted and will start on the first day in lieu of a separate stockpile and sample inventory.

3.2.3. Compliance. Team lead will review the overall flight management, combat plans, training programs, and the scheduling process, through the 3 days of evaluation. The remaining evaluators will complete the evaluation of the munitions elements, Accountability, Munitions Control, Line-Delivery, Combat Ammunition system (CAS), Precision Guidance Munitions (PGM) Maintenance, Conventional Maintenance, Equipment Maintenance, Inspection, and Storage and Handling.

3.2.4. Task Evaluations. Units must conduct a normal work schedule to preclude the need for LSET to direct tasks for evaluation. In addition to the sample inventory, task evaluations may be performed on munitions reconciliation, maintenance actions, inspections and handling operations. These events will normally be unannounced to truly evaluate normal unit operations. Main Operating Bases (MOB) will be expected to perform a missile breakout, 20 MM, chaff/flare, bomb assembly and end-of-day munitions reconciliation operations. Hubs will be expected to perform an International Organization of Standardization (ISO) load out of components or ammunition and a lumber/dunnage assembly operation according to applicable drawings. Unit Quality Assurance (QA) personnel will receive over-the-shoulder personnel evaluations during this inspection.

3.3. **Weapons.** Team will evaluate programs concerning safety, security, equipment maintenance and documentation, training, weapons systems loading and maintenance and compliance with technical

guidance. Evaluations will be conducted on each aircraft maintenance unit weapons section, armament flight, weapons standardization section and quality assurance evaluators. LSET team will establish a designated time with the Wing Weapons Manager for evaluation of weapons standardization loads and FIG compliance within each section. All other inspections may be unscheduled. The Weapons LSET Team will provide a daily out-brief of completed inspections to the Wing Weapons Manager.

3.3.1. Task Evaluations. Task evaluations will be conducted to assess unit compliance. Units will maintain a normal work and maintenance schedule to preclude the need for LSET directed task evaluations. These task evaluations may be announced or unannounced.

3.3.2. Compliance. Weapons Team Chief will provide an overall assessment of compliance for each section to the flight chief and the Wing Weapons Manager.

3.4. **Contracting Squadron/Office.** The LSET will conduct evaluations of the contracting squadron or office. Compliance with Federal Acquisition Regulation and supplements with regard to service, commodities and construction contracting will be evaluated. The LSET will also evaluate contract files (service, construction, and commodities), management programs (contracting officer warrant program, training programs, self-inspection program, customer education program, contingency contracting program), government-wide purchase card program, quality assurance program, and administration of the Standard Procurement System including compliance with reporting requirements.

3.5. **Logistics Readiness Squadron (LRS).** The LSET will conduct evaluations of the LRS. Evaluation will include Supply Management, Fuels Management, Vehicle Management, Traffic Management, Deployment Management, War Reserve Material, and Support Agreements. The deployment planning and execution process will be evaluated but the mobility machine will not be activated.

3.5.1. Supply Management. Units are responsible for compliance with all items contained in the USAFE FIGs and other applicable guidance. The LSET may evaluate the following programs: Mission Capable (MICAP) verification, supply points, bench stock, repair cycle, readiness spares packages, equipment management (to include Special Purpose Recoverables Authorized to Maintenance), Centralized Intermediate Repair Facilities, storage, receiving, mobility bags and computer operations.

3.5.2. Fuels Management. Units are responsible for compliance with all items listed in the FIG. At a minimum, LSET will inspect the following areas: Distribution, Resource Control Center, and Cryogenics.

3.5.3. Vehicle Management/Operations. FIGs, as published on the HQ USAFE/IG website, and any other applicable guidance will be the inspection criteria.

3.5.3.1. The LSET will inspect all vehicle management functions to include but not limited to vehicle maintenance and fleet management.

3.5.3.2. The LSET will also evaluate the vehicle operations arena for compliance with all areas identified in the functional inspection guide as applicable.

3.5.4. Traffic Management. Units are responsible for meeting the requirements with items contained in the USAFE FIGs. The LSET will evaluate the following areas for compliance: Personal Property, Passenger Travel, Cargo Movements, Packaging and Preservation, and Border Clearance Programs. Units with an Air Terminal Operations Section will be evaluated on cargo and passenger movements, manifesting procedures, aircraft loading, and 463L pallets and net

management. Units are authorized to utilize Air Mobility Command Instructions for airlift procedures until publication of the Air Force Small Terminal Instruction.

3.5.5. Deployment Management. Compliance with deployment planning, training, and execution will be evaluated. The LSET will also evaluate the administration of deployment functional area responsibilities to include Unit Type Code (UTC) Management, Deployment Control Center (DCC) operations, Wing Unit Deployment Managers (UDM), Cargo Deployment Function (CDF), Personnel Deployment Function (PDF) and personnel preparation for deployments. The CDF and PDF work centers will be evaluated if they are conducting real-world processing. Transportation functional experts will assist the Logistics Plans inspection for applicable CDF/PDF functions such as augmentee training programs, Integrated Deployment System (IDS) interfaces, Shippers Declarations and possible real-world cargo. The mobility process will be evaluated but the mobility machine will not be activated specifically for the LSET. However, the mobility machine will be evaluated if it is activated for real-world processing.

3.5.6. War Reserve Material (WRM). The management and tracking of equipment and consumables will be evaluated. This includes storage, marking and proper levels, appointment of War Reserve Materiel Officer/NCO, WRM Supply Representative, War Reserve Materiel Manager (WRMM) and their training, WRM listings, funding tracking, submissions and reconstitution.

3.5.7. Support Agreements. Compliance with AFI 25-201, *Support Agreements Procedures*, and the FIG will be evaluated. Inspectors will ensure the Support Agreement Manager has appointed Functional Area Agreement Coordinators (FAAC) and evaluate the process for establishing Memorandums of Agreement (MOA) and Memorandums of Understanding (MOU).

4. Reporting Evaluation Results:

4.1. **Evaluation Report.** The LSET report is a concise compilation of items deemed worthy of unit and HQ USAFE/A4 attention. A copy of the report will be given to the wing and to the HQ USAFE/A4 divisions. The executive summary will also be provided to Vice Commander USAFE (USAFE/CV) and the Commander, Numbered Air Forces (NAF/CC). The report consists of:

4.1.1. Executive Summary. An overall summary of report findings and trends.

4.1.2. Organizational evaluations. Report for each organization on inspections conducted. Within each organization, the report will list:

4.1.2.1. MSEP results as applicable. Evaluations listed will include EPEs, PEs, QVIs and SIs. Additionally, UCRs, TDVs and DSVs will be documented.

4.1.2.2. LSET results as applicable. Evaluations will include:

4.1.2.2.1. Findings. Areas that require improvement and are within the control of the unit. LSET will make recommendations to correct deficiencies associated with findings when the team has a unique or intuitive solution to the finding. Findings are identified as Major or Minor.

4.1.2.2.2. Observations. A negative view from the LSET worthy of mentioning to unit leadership.

4.1.2.2.3. Strengths. A positive view from the LSET worthy of mentioning to unit leadership.

4.1.3. **Honorable Mention.** Programs and/or individuals recognized for exceptional performance but not meeting best practice criteria.

4.1.4. **Best Practice.** Significant, innovative programs that would benefit similar units throughout the command. Consequently, they must have high cross-tell value.

4.1.5. **Action Items.** Issues beyond control of the unit that are brought back to HQ USAFE staff for resolution. Corrective actions for action items will be sent by message from HQ USAFE/A4MQ back to the unit every 30 days until closed.

4.2. **Grading.** MAJCOM LSET evaluations will be divided into two categories; Mission Support Group and Maintenance Group. The Mission Support Group category will not be graded. Within the Maintenance Group category, MSEP will be graded and the compliance portion will not be graded.

4.2.1. For MSEP, pass percentages will be based on PASS/FAIL results of the total number of evaluations accomplished during the inspection. The percentage will be assigned one of the following five tier ratings. In addition, the results of the total number of inspections accomplished during the inspection shall be rolled up to create a cumulative rating by flight, squadron, and group. This is outlined in detail in the Interim Change (1 Feb 04) to AFI 21-101, Paragraph 10.10.1.4.

4.2.1.1. Outstanding 95-100

4.2.1.2. Excellent 90-94.99

4.2.1.3. Satisfactory 80-89.99

4.2.1.4. Marginal 70-79.99

4.2.1.5. Unsatisfactory 0-69.99

5. Corrective Actions Report Validation

5.1. **Corrective Actions.** Major findings, to include failed tasks and MSEP violations (UCR, TDV, DSV), are answerable to HQ USAFE/A4 within 30 calendar days of the final report being signed. If the 30th day falls on a weekend or holiday the suspense will be the next duty day. Minor findings will be tracked locally through unit self-inspection programs until resolved.

5.2. **Corrective Action Submission.** The inspected wing commander will designate a representative to forward corrective actions to the LSET team via email at:

<mailto:usafe.a4mqpolicy@ramstein.af.mil>.

5.2.1. **Corrective Action Format.** The inspected unit will document all corrective actions on USAFE IMT147, **LSET Finding Response**, ([Attachment 2](#)). If the recommendation is for closure, ensure corrective action cover measures taken to prevent reoccurrence. If the recommendation is to remain open, state current actions already taken and include an estimated completion date. Send updates every 30 days until the finding is closed. Findings that are recommended for closure will be automatically closed unless the LSET replies with specific exceptions within 30 days of the closure recommendation.

5.3. **IMT Prescribed.** USAFE IMT 147, **LSET Finding Response**.

5.3.1. Forms Adopted. AF Form 847, **Recommendation for Change of Publication.**

JAY H. LINDELL, Brigadier General, USAF
Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

USAFEI 21-101, *Maintenance Management of Aircraft*
AFI 21-101, *Aerospace Equipment Maintenance Management*
AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*
AFI 24-301, *Vehicle Operation*
AFI 25-201, *Support Agreements Procedures*
AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*
AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
ANG—Air National Guard
CAS—Combat Ammunition System
CDF—Cargo Deployment Function
DCC—Deployment Control Center
DSV—Detected Safety Violations
EPE—Evaluator Proficiency Evaluations
FAAC—Functional Area Agreement Coordinators
FAR—Federal Acquisition Regulation
FIG—Functional Inspection Guides
HHQ—Higher Headquarters
IC—Interim change
IDS—Integrated Deployment System
ISO—International Organization for Standards
LRS—Logistics Readiness Squadron
LSET—Logistics Standardization and Evaluation Team
MAJCOM—Major Command
MICAP—Mission Capable

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOU—Memorandum of Agreement

MSA—Munitions Storage Area

MSEP—Maintenance Standardization and Evaluation Program

OPR—Office of Primary Responsibility

PDF—Personnel Deployment Function

PE—Personal Evaluations

PGM—Precision Guidance Munitions

QA—Quality Assurance

QVI—Quality Verification Inspections

SI—Special Inspections

SII—Special Interest Item

TDV—Tech Data Violations

UCI—Unit Compliance Inspection

UCR—Unsatisfactory Condition Reports

UDM—Unit Deployment Manager

USAFE—United States Air forces in Europe

UTC—Unit Type Code

WRM—War Reserve Material

Attachment 2

LOGISTICS STANDARDIZATION AND EVALUATION TEAM

A2.1. Sample of USAFE IMT 147, LSET Finding Response

LOGISTICS STANDARDIZATION EVALUATION TEAM (LSET) FINDING RESPONSE				
1. FINDING CONTROL NUMBER A4D 0012		2. ORGANIZATION		3. SUBJECT SAFETY
4. REPORT DATE (YYYYMMDD) 20041112	5. INSPECTION DATE (YYYYMMDD) 20041112	6. INSPECTION TYPE Compliance	7. CATEGORY Observation	8. RESULT
9. DISCREPANCY Inspector found numerous individuals did not have Form 55s.				
10. PRINTED NAME OF ACTION OFFICER (AO) (Last, First, Middle Initial) AND RANK DOE, JOHN, G.		11. OFFICE SYMBOL OF AO A4MA		12. DSN PHONE NUMBER 480-5555
13. CORRECTIVE ACTION Fix				14. COMPLETION DATE
				a. ESTIMATED 20041130 (YYYYMMDD)
				b. ACTUAL 20041129 (YYYYMMDD)
For HQ USAFE Use Only				
15. HQ USAFE FUNCTIONAL ANALYSIS Concure with Fix				16. DIVISION A4MQ
				17. SUSPENSE (YYYYMMDD)
18. HQ USAFE FUNCTIONAL				
a. PRINTED NAME (Last, First, Middle Initial) AND RANK DOE, JANE, E.	b. RECOMMENDATION <input type="checkbox"/> OPEN <input checked="" type="checkbox"/> CLOSED	c. SIGNATURE		d. DATE (YYYYMMDD) 20041129
19. HQ USAFE/LGMQ APPROVING OFFICIAL				
a. PRINTED NAME (Last, First, Middle Initial) AND RANK SMITH, JOE. A	b. RECOMMENDATION <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR	c. SIGNATURE		d. DATE (YYYYMMDD) 20041129
USAFE IMT 147, 20041101, V1		FOR OFFICIAL USE ONLY (When Filled In)		